

*Do you want to improve your
computer skills?*

*Then take one of these free
Computer Classes!*

In the South Lot Computer Lab

Computer Office Skills

Instructor: Jim Shaeffer
651-3205

Edmonds CC

Will register in class.

Mon / Wed
1 – 3:30 pm

Begins Monday

April 3 - May 24

16 class sessions

*In the South Lot
computer lab*

- ♦ **Computing Fundamentals:** learn computer hardware, software, and Windows
 - ♦ **Key Applications:** build typing skills, learn essentials of word processing and spreadsheet applications
 - ♦ **Living Online:** learn the Internet and e-mail
- Free class for Native Americans, their families, & employees of Tulalip Tribes and Tulalip Casino/Bingo**

Computer Workshops

Instructor: Jim Shaeffer
651-3205

NAVTEP Certificates
Just come! Will register in class.

*Learn the
fundamentals of
Microsoft Office!*

Friday mornings

8:30 –11:30 am

*In the South Lot
computer lab*

Apr. 7	Word – Part 1
Apr. 14	Word – Part 2
Apr. 21	Excel – Part 1
Apr. 28	Excel – Part 2
May 5	Outlook/Internet
May 12	Publisher
May 19	Access-Part 1
May 26	Access-Part 2

**Free class for
Native
Americans, their
families, &
employees of
Tulalip Tribes &
Tulalip
Casino/Bingo**

The Computer Office Skills class is designed for those who have some or little computer experience and need more in-depth training. The Computer Workshops are for people who do have some experience in the different software programs and are looking for review and advanced material, but in a very short period of time.